

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Personnel Search (PIC Search) Application User's Guide**

**February 2015**

Questions?  
Email: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)  
Phone: 517-335-0505 x3



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## Introduction

This user's guide is intended for all authorized users of the Registry of Educational Personnel (REP) and the REP Search Application. The REP Personnel Identification Code (PIC) search feature allows authorized users to obtain PICs for staff members.

## General Information

### What is the REP Personnel Search?

The REP Personnel Search is an online application that allows authorized users to obtain PICs for staff members at any time. The REP Personnel Search will include the following data:

- First and Last Name (Middle Name when available)
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

## Application Startup and Security

### Authorized User – Your MEIS Account

In order to access the REP Personnel Search you must be an authorized user of the application. To become an authorized user of the REP Personnel Search, you must first obtain a Michigan Education Information System (MEIS) account. If you do not have an MEIS account, go to the MEIS website at <https://cepi.state.mi.us/MEISPublic/>. The following screen will appear:

### The following screen will appear:

Michigan Department of Education

Michigan.gov

MEIS Home | MEIS Home

**Welcome to the Michigan Education Information System (MEIS)**

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Login Name:  [I forgot my Login Name](#)

Password:  [I forgot my Password](#)

Have questions/concerns about MEIS security or MEIS User Management?  
Please contact the MEIS Help Desk via:  
Phone: (517) 335-0505  
Press 2 for MDE Programs  
Press 3 for CEPI Programs

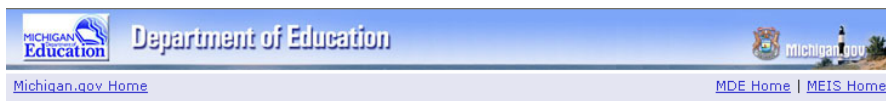
Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

*Note:* After your MEIS account is established, do not share your login user name and password with anyone. This is your personal account.

*Note:* You may use the same MEIS account for all MEIS applications; however, a separate security agreement is required for each MEIS application.

## Forgot your Login Name or Password?

If you have forgotten your login name or password, click in the link "I forgot my Login Name" or "I forgot my Password" one or both of them.



### MEIS Login

The MEIS User Management is a security system, implemented by the Michigan Department of Education, to be used with all MEIS applications.

A MEIS user will need only one account which will allow access to multiple MEIS applications.

MEIS accounts are unique to each individual user.  
MEIS accounts **MUST** never be shared.  
MEIS accounts remain open forever.

Login Name:	<input type="text"/>	<a href="#">I forgot my Login Name</a>
Password:	<input type="password"/>	<a href="#">I forgot my Password</a>
<input type="button" value="Log In"/>		

To retrieve your login name or reset your password, click on the appropriate link.

#### Have questions/concerns about MEIS security or MEIS User Management?

Please contact the MEIS Help Desk via:  
Phone: (517) 335-0505  
Press 2 for MDE Programs  
Press 3 for CEPI Programs

If you need assistance, please contact customer support.

## Email Address and Phone Number **\*\*Keep them up-to-date\*\***

It is important for MEIS users to keep their information current. CEPI sends email messages to all application users. Therefore, MEIS users need to keep their email addresses current. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. To update email and phone information in MEIS, please do the following:

Update MEIS account at: <https://cepi.state.mi.us/MEISPublic/>

- Log in as an MEIS User.
- Click on "View/Update User Profile."
- Click "Edit," make changes, and then click on "Update."
- Click on "Return to MEIS Main Menu."
- Log out of MEIS

If you have any questions concerning your MEIS account number and/or password, please direct them to CEPI customer support via email at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by telephone at 517-335-0505 x3.

## Security Agreement

After you have established your MEIS account, download the REP Security Agreement from the CEPI website at <http://michigan.gov/cepi>. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." The Security Agreement is located in the box titled, "**Upload REP Data to CEPI**."

### Upload REP Data to CEPI

- [REP Security Agreement](#) DOC
- [REP Application](#)

Click here on the website to obtain a copy of the REP Security Agreement.

There are three levels of security access to the REP Personnel Search Application which your district may select for an individual user:

1. REP authorized user (full access to REP Application and Personnel Search)
2. PIC look up and authorization to create a new PIC
3. PIC look up only

Once your REP Security Agreement has been processed, CEPI will send you an email notification. After you have security access to the REP Personnel Search, you are ready to begin.

Because confidential data are utilized in this application, it is important that superintendents/chief administrators only authorize access to users who may view confidential data.

## REP Personnel Search Application – Where to Begin

Authorized users will log in to the REP Application to access the REP Personnel Search Application. The REP application login page is located at the following link: <https://cepi.state.mi.us/rep/>

Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | FAQ | User's Guide | Teacher Verification | Contact CEPI

REP | Login

### Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

#### Registry of Education Personnel

- REP Data Field Descriptions PDF
- REP Record Layout PDF
- REP User's Guide PDF
- REP FAQs PDF
- REP Report User's Guide PDF
- REP Security Agreement Form
- CDX Security Agreement Form
- Obtaining or Updating a MEIS Account

#### Nonpublic School Personnel Report

- Nonpublic School Personnel Report Data Field Descriptions PDF
- Nonpublic School Personnel Report User's Guide PDF
- Nonpublic School Personnel Report FAQs PDF
- Nonpublic School Personnel Security Agreement Form
- Obtaining or Updating a MEIS Account
- Michigan Electronic Grants System

MEIS Login

User Name:

Password:

Log In

[Forgot your username or password?](#)

**This area will indicate the submission dates for each submission cycle.**

Authorized Users - It is important to keep your email address, phone number and district information current. Please verify your contact information on the MEIS User Management page.

powered by VeriSign

To log in to the application:

1. **Click** in the **User Name** box.
2. **Type** your **Login User Name**.
3. **Press** the **Tab** key to go to the **Password** box or put your cursor in the **Password** box.
4. **Type** your **Password**.
5. **Click** on the **Login** button.

After you log in, the REP Main Menu will appear. Follow the instructions within the textboxes in the following screen shots:

The screenshot displays the CEPI website interface. At the top, the header features the CEPI logo and the text 'Center for Educational Performance & Information' alongside the Michigan.gov logo. Below the header is a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. The main content area is titled 'REP | Main Menu'. On the left, a sidebar contains a blue background with white text explaining that data submitted by school districts via the REP is used for reports and audits. The main content area has a white background with a blue header 'Welcome to the Registry of Educational Personnel' and a dropdown menu showing 'Pottville Public Schools (23090)'. Below this are three sections: 'Data Submission' with a list of functions (Online Single Submission, Bulk Upload File Submission, Bulk File Submission Status, Personnel Submitted), 'Personnel Search' with a list of functions (Personnel Search), and 'Reports' with a list of options (Summary by District, Complete Summary by District, Download REP Data File, Employee Listing by District, REP Submission Reports). A callout box with an arrow points to the 'Personnel Search' link in the 'Personnel Search' section, with the text 'Click on "Personnel Search" to access the application.'

**Welcome to the Registry of Educational Personnel**

Pottville Public Schools (23090) ▼

**Data Submission**

To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

**Personnel Search**

To search for a PIC or to request a new PIC, select the following function:

- [Personnel Search](#)

**Reports**

To view a report or download personnel data, select from the following options:

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)
- [REP Submission Reports](#)

**Credential Data Exchange**

The Credential Data Exchange is now part of the Michigan Department of Education's Michigan Online Educator Certification System (MOECS).

Data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

Click on "Personnel Search" to access the application.

The following screen will appear:

**Search for a PIC**  
Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

Social Security Number

Credential License Number

Last Name

First Name

PIC

Date of Birth  /  /

Gender

[Clear Form](#)

## Search for an Existing PIC

To search for an existing PIC, enter the Social Security number, Credential License Number or name of the individual whose PIC you wish to find. The following will appear when a PIC is located:

**Search for a PIC**  
Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

Social Security Number

Credential License Number

Last Name

First Name

PIC

Date of Birth  /  /

Gender

[Clear Form](#)

1 result(s) were found. If the personnel you are searching for is not in the results, you may [Request a PIC](#).

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
<input type="text" value="685985"/>	SMITH	MICHAEL			M	xxx-xx-0436	None

<< Previous Go To Page  of 1 [GO] Next >>

Page 1 of 1



## Requesting a New PIC

When an employee does not have a PIC in the REP database, the following will appear:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Search

**Search for a PIC**  
Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

Social Security Number xxxxxyzzzz 986597845

Credential License Number

Last Name

First Name

PIC

Date of Birth mm/dd/yyyy

Gender Either

Clear Form Search

0 result(s) were found. Do you want to [Request a PIC?](#)

If a PIC is not found, you may click on "Request a PIC?" and enter the required data as indicated by the red asterisks in the screen shot below:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Create a PIC

**Request a PIC**  
Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name \*

Middle Name

Last Name \*

Date of Birth \* mm/dd/yyyy

Gender \* Select One...



Social Security Number \* xxxxxyzzzz 986597845

\* required

Submit Cancel Request

Click on "Submit" to create the new PIC.

After the record is submitted, a new PIC will be created for the record.

[Michigan.gov Home](#) | [CEPI Home](#) | [Main Menu](#) | [FAQ](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact CEPI](#) | [Logout](#)

[REP](#) | [Create a PIC](#)

### Request a PIC

Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name \*

Middle Name

Last Name \*

Date of Birth \*

mm/dd/yyyy

01 / 01 / 1980

Gender \*

Female

▼

Social Security Number \*

xxxx-yy-zzzz

\* required

Submit

Cancel Request

PIC 812357 was successfully created.

Would you like to add this person to your Personnel Submitted?

Select the Position Type:

☒ Professional Personnel
 ☐ Day-to-Day Substitute Teacher
 ☐ Day-to-Day Substitute Paraprofessional/Aide
 ☐ Support Staff

Add Personnel

Return to Main Menu

Main Menu

Select the position type for the staff member you are adding, and then click on "Add Personnel."

During a REP submission cycle, REP authorized users will have the option to click on "Add Personnel" to enter the **Online Single Submission REP Screen** and submit the record. This option will not be available to users whose access is only to the REP Personnel Search.

## Social Security Number Matches a PIC with Different Name

When a Social Security number is entered and it matches a PIC already in the REP database the following grayed out screen will appear with an error message box.

Center for Educational Performance & Information  
Michigan.gov Home

REP | Create a PIC

**Request a PIC**  
Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name \* Janet  
Middle Name  
Last Name \* Beez  
Date of Birth \* 12 / 15 / 1988  
Gender \* Female  
Social Security Number \* XXX-XX-XXXX

\* required Submit Cancel Request

ERROR: The submitted Social Security Number is associated with a different PIC. A new PIC has not been created. Please review the results.

The submitted Social Security Number is associated with the person listed below. If you believe this is not correct, please contact CEPI for assistance.

1 match(es) were found.

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
488553	BEEZ	JANET		12-15-1988	F	XXX-XX-XXXX	none

Click Here To Return to the Personnel Search Application Screen.

Click on the link "Please review the results" to return to the Personnel Search Application. The following screen will appear:

Center for Educational Performance & Information  
Michigan.gov Home

REP | Create a PIC

**Request a PIC**  
Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name \* Janet  
Middle Name  
Last Name \* Beez  
Date of Birth \*  
Gender \* Female  
Social Security Number \* XXX-XX-XXXX

\* required Submit Cancel Request

The submitted Social Security Number is associated with the person listed below. If you believe this is not correct, please contact CEPI for assistance.

1 match(es) were found.

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
488553	BEEZ	JANET			F	XXX-XX-XXXX	none

If the Social Security number is accurate for the individual that you have entered contact CEPI customer support via email at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Include the PIC number of the record found, your name, phone number, district name and district code. Do not include the Social Security number in your email.

## Social Security Number Matches a PIC with the Same Name

When a Social Security number is entered and it matches a PIC already in the REP database, the following grayed-out screen will appear with a warning message box.

The screenshot shows the 'Request a PIC' form with the following fields filled: First Name (Ashley), Middle Name (empty), Last Name (empty), Date of Birth (mm/dd/yyyy), Gender (empty), and Social Security Number (xxxxxyzzzz). A yellow warning message box is overlaid on the form, stating: 'WARNING: Possible matches for Name, Date of Birth, and Gender have been found. Please review the results.' Below the form, a message says 'Possible matches are listed below. Based on this information, please confirm if a new PIC should be created.' A table shows '1 match(es) were found.' with the following data:

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
1238598	Dangerfield	Ashley		01/28/1952	F	xxx-xx-xxxx	

At the bottom of the table are two buttons: 'Yes, Create a New PIC' and 'No, Use an Existing PIC'.

Click Here To Return to the Personnel Search Application Screen.

Click on the link "Please review the results" to return to the Personnel Search Application. The following screen will appear:

The screenshot shows the 'Request a PIC' form with the following fields filled: First Name (Ashley), Middle Name (empty), Last Name (Dangerfield), Date of Birth (1/28/1952), Gender (Female), and Social Security Number (xxxxxyzzzz). A yellow warning message box is overlaid on the form, stating: 'WARNING: Possible matches for Name, Date of Birth, and Gender have been found. Please review the results.' Below the form, a message says 'Possible matches are listed below. Based on this information, please confirm if a new PIC should be created.' A table shows '1 match(es) were found.' with the following data:

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
1238598	Dangerfield	Ashley		01/28/1952	F	xxx-xx-xxxx	

At the bottom of the table are two buttons: 'Yes, Create a New PIC' and 'No, Use an Existing PIC'.

Click on the appropriate button to either create a PIC or cancel the request.

## REP Reports Utilized to Obtain PICs for All Staff Members

Two REP reports are available to REP authorized users that provide a list of all PICs for current staff members as reported in the REP by your district. These reports may be downloaded and saved to your local computer and then utilized by your district.

- 1) Download REP Data File
- 2) Employee Listing by District.

### Reports

To view a report or download personnel data, select from the following options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Reports – Click on the report you wish to access.

### Download REP Data File

This selection will provide a downloadable Extensible Markup Language (XML) file of the data submitted to the REP for the submission cycles beginning with the Fall 2003 REP Submission. XML is a structured computer language that is used to store data in a text-formatted file. A district user may open this file in any text editor program (e.g., Notepad or Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer or Firefox). A district user may also import the file to a Microsoft Access database or open it in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to save a permanent record of the data your district has successfully submitted to CEPI.

### Using Microsoft Excel to View the XML Data File

#### Steps to "Download REP Data File"

To download a personnel data file, follow these steps:

**Step One:** Select "Download REP Data File" under the heading Reports on the REP Main Menu.

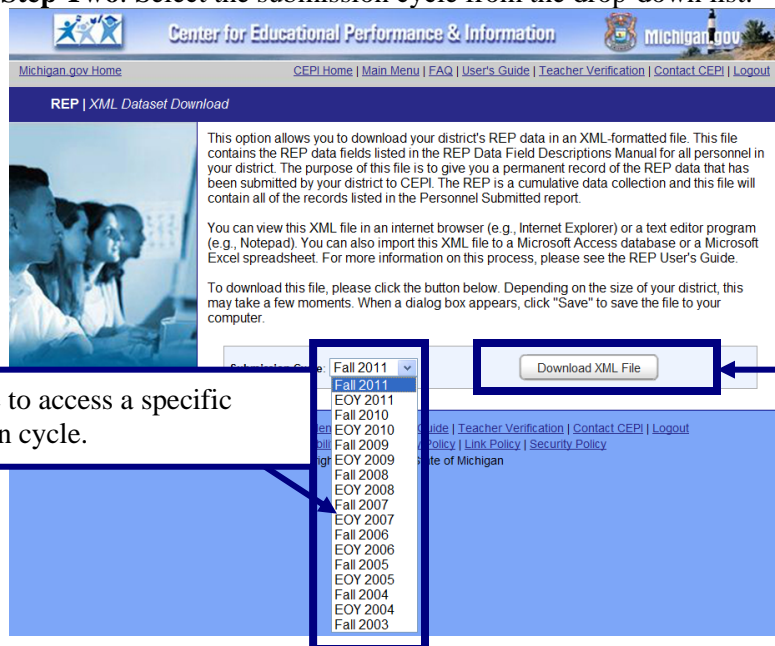
### Reports

To view a report or download personnel data, select from the following options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Click here.

**Step Two:** Select the submission cycle from the drop-down list.

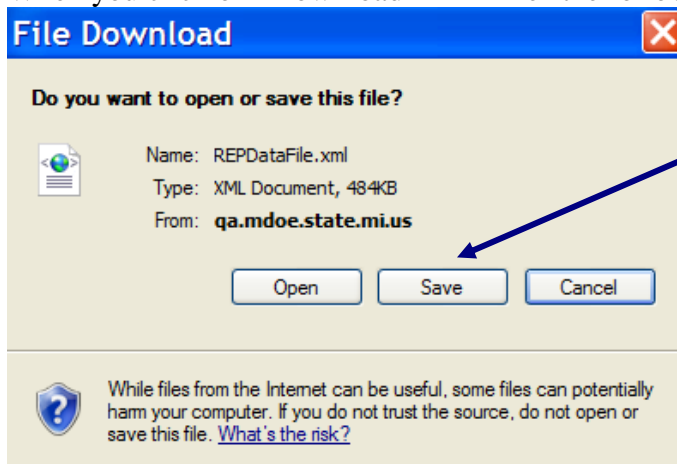


Click here to access a specific submission cycle.

Click here to download the XML file.

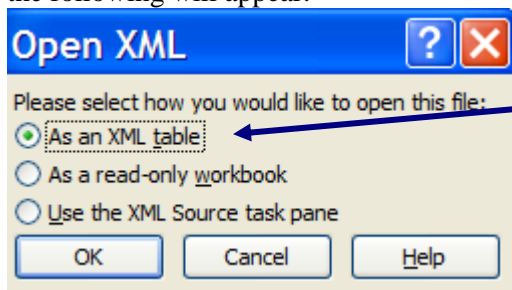
**Step Three:** Click on "Download XML File" and save the file to your computer.

When you click on "Download XML File" the following pop-up window will appear:



Click on "Save" to save the file to your computer.

**Step Four:** Open Excel on your computer. Next, click on "File" in the upper left hand corner of the spreadsheet and then click on "Open" and locate the XML File on your computer. Click on the file and the following will appear:



Click on "As an XML table" to open the file as a spreadsheet.

**Step Five:** An Excel spreadsheet will open with all the fields of data as column headings:  
This is a sample of the column headings layout:

Pic	PersonnelRecordID	DateOfCount	Isd	District	LastName	FirstName	MiddleName	CredentialLicenseNumber	DateOfHire
-----	-------------------	-------------	-----	----------	----------	-----------	------------	-------------------------	------------

All data submitted for a given submission cycle will be included in the spreadsheet.

### Using Microsoft Access to View the XML Data File

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or below. To import your REP XML data file into an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data" and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved REP XML file on your computer, select that file and click the "Import" button.
6. The Import XML dialog box will appear. It should contain four tables: ProfessionalDevelopment, RacialEthnic, EmploymentData and SchoolAssignment. Click "OK."

You should get a message box that says "Finished importing document..." Click "OK" and your Access XP database will be set up and contain your district's REP data.

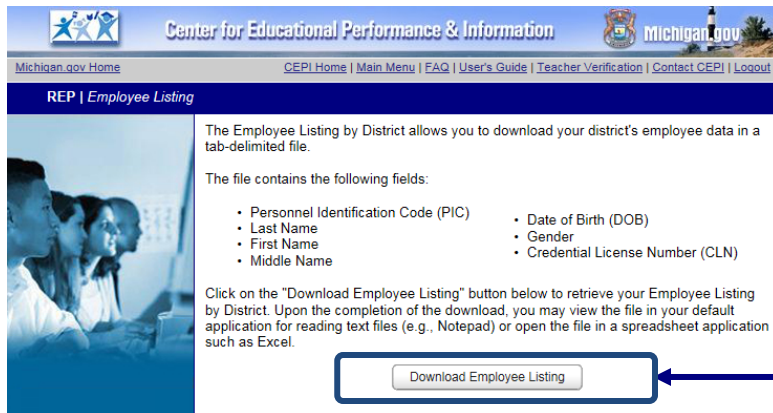
**Information on the table structure:** The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, etc. The ProfessionalDevelopment table contains professional development information. The RacialEthnic table contains the racial/ethnic codes and values (refer to the REP Data Field Descriptions for an explanation of the codes). The SchoolAssignment table contains the personnel assignment data, such as the assignment code, grade settings, FTE, etc. A relationship may be set up among these four tables based on the PIC field, which is contained in each table. Complete personnel information can be found by using this relationship. For example, to find the hours of professional development for John Doe, find the PIC for John Doe in the EmploymentData table, and then find that PIC number in the ProfessionalDevelopment table. The row you find will contain the professional development data for John Doe.

### Employee Listing by District

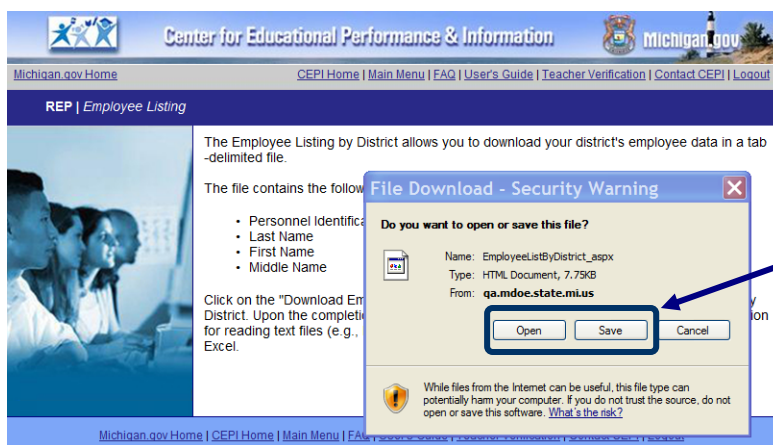
This report lists employees for whom the district user has successfully submitted records. This list file is tab-delimited, and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Date of Birth (DOB), Gender and Credential License Number. As this report provides a listing of all PICs for the employees of the district, it may be helpful for the Teacher Student Data Link Data Submission in the Michigan Student Data System.

The following information screen will appear when you click on "Employee Listing by District:"





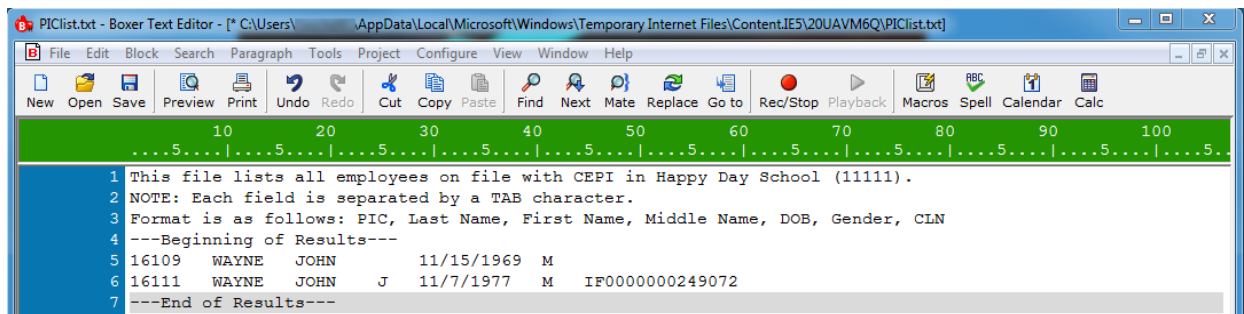
The File Download window will appear when you click on "Download Employee Listing File."



You may *open* the file or *save* it to your computer. The file may be opened in software such as Excel or Notepad.

Following the steps below to open the file:

**Step One:** Save the file to your computer and open in an application for reading text files (e.g. Notepad or Boxer). The file will open with the following information:



**Step Two:** Highlight and copy the data you want to move into an Excel spreadsheet. You will need to add the column headings separately.



This file lists all employees on file with CEPI in Happy Day School (11111).  
 NOTE: Each field is separated by a TAB character.  
 Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN  
 ---Beginning of Results---  
 16109 WAYNE JOHN 11/15/1969 M  
 16111 WAYNE JOHN J 11/7/1977 M IF0000000249072  
 ---End of Results---

**Step Three:** Copy and paste the selection into an Excel Worksheet.

	A	B	C	D	E	F	G
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	CLN
2	16109	WAYNE	JOHN		11/15/1969	M	
3	16111	WAYNE	JOHN	J	11/7/1977	M	IF0000000249072
4	--- End of Results ---						